

A. **PURPOSE.** To outline the organization and responsibilities of the Forensic Services Unit

B. **ORGANIZATION**

1. The Forensic Services Manager reports directly to the Commander of Investigations.
2. Patrol Supervisors will provide field supervision in the absence of an Investigative Supervisor.
3. The Forensic Services Unit consists of the Forensic Services Office and the Latent Print Office. The Unit is staffed with a Forensic Services Manager, Crime Scene Technicians, Latent Print Examiners, and other personnel assigned by the Chief of Police.

C. **SPECIFIC RESPONSIBILITIES.** Forensic Services Unit personnel shall:

1. Respond to crime scenes for the purpose of identifying, locating, collecting, and documenting physical evidence found at those scenes as directed by a sworn officer or supervisor.
2. Photograph crime scenes and related evidence using a variety of photographic equipment.
3. Recover latent prints by chemical and/or physical methods.
4. Perform specialized procedures for collection and preservation of biological evidence.
5. Identify friction ridge impressions including latent and identification prints.
6. Utilize assorted software to provide graphic services, prepare court exhibits, prepare composites, capture video, manage and enhance digital images, and prepare reports.
7. Attend autopsies as required. . Document and collect evidence. Obtain a set of morgue fingerprints.
8. Verify identification prints.
9. Testify in court proceedings.

10. Prepare detailed reports.
11. Maintain equipment, supplies, and facilities.
12. Deploy on a 24-hour, 7-day basis.
13. Perform other duties as assigned.